

## Contents Reporting Form Office of Risk Management

<b>NOTE</b>	USE THIS FORM TO ADD MOVABLE PROPERTY (CONTENTS) VALUES FOR BUILDINGS NOT ALREADY INDICATED ON THE PROPERTY EXPOSURE REPORT, INCLUDING THE CONTENTS OF NEW LEASED BUILDINGS. DO NOT USE TO INSURE ACTUAL BUILDING STRUCTURE.						
<b>AGENCY NAME</b>				<b>AGENCY ISIS CODE</b>		<b>ORM LOCATION CODE</b>	
<b>CONTACT NAME</b>			<b>PHONE NUMBER</b>			<b>DATE</b>	
<b>EMAIL ADDRESS</b>							
<b>BUILDING INFORMATION</b> (ALL FIELDS REQUIRED)							
<b>BUILDING ID NUMBER</b> (NEW FORMAT: SITE CODE/ BLDG #)				<b>LEGACY BUILDING ID NUMBER</b> (SLABS #)			
<b>BUILDING NAME</b> (IF APPLICABLE)				<b>OWNER OF BUILDING</b> (IF STATE OWNED, INDICATE WHICH STATE AGENCY)			
<b>PHYSICAL STREET ADDRESS</b> (NOT P. O. BOX)				<b>CITY, STATE, ZIPCODE</b>			
<b>TOTAL SQUARE FOOTAGE OCCUPIED</b>				<b>GROUND FLOOR SQUARE FOOTAGE OCCUPIED</b>			
<b>IF THIS IS A LEASED SPACE, IS IT PROCESSED THROUGH FACILITY PLANNING AND CONTROL?</b>	<input type="checkbox"/> YES <input type="checkbox"/> NO	<b>LA GOV FUND</b>		<b>LA GOV FUND CENTER</b>		<b>LA GOV BUSINESS AREA</b>	
<b>CONTENTS VALUES</b> (INCLUDE THE TOTAL OF STATE OWNED AND NON-STATE OWNED; ROUND TO WHOLE NUMBERS)							
<b>GENERAL CONTENTS/NON-CALCULATED GENERAL CONTENTS</b>							
<b>COMPUTER EQUIPMENT</b>				<b>MOBILE EQUIPMENT</b>			
<b>FINE ARTS</b>				<b>FENCES</b>			
<b>MEDICAL EQUIPMENT</b>				<b>SIGNS</b>			
<b>LIVESTOCK</b>				<b>OTHER OUTDOOR PROPERTY</b>			
<b>MOBILE STRUCTURES</b>				<b>LPFA/3<sup>RD</sup> PARTY FINANCING</b>			
<b>BOATS</b>				<b>BUSINESS INCOME</b>			
<b>RETURN COMPLETED FORM TO</b>	THE OFFICE OF RISK MANAGEMENT – UNDERWRITING SECTION, POST OFFICE BOX 91106, BATON ROUGE, LOUISIANA 70821-9106						

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<b>PS NUMBER</b>	
<b>RS NUMBER</b>	